

CHECKLIST | SECURING THE PREMISES

Presented by Brooks Insurance Agency

Date:

Review conducted by:

Protecting your property against theft, vandalism and damage is one of the best measures you can take in preserving your investment. First, conduct a building survey to identify the areas in which you could be vulnerable. Then, install deterrents to protect your investment, such as perimeter protection, gates and locks and alarm systems. Consider these safeguards when determining how to best protect your property:

| COMMERCIAL PROPERTY CRIME PREVENTION | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| Install security cameras to view outside openings (doors and windows) and connect that to a recorder. Opt for closed-circuit television (CCTV) monitoring that can survey the site around the clock. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Consider hiring guards and/or a mobile patrol service to conduct drive-by checks of the building. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Install an alarm transmission system that triggers when someone enters the building without permission. There are several options to choose from including: direct wire, derived local channel system, McCulloh transmitter, multiplex or radio system. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Install perimeter protection, such as fencing, around the entire property. This provides your first line of defense, and a physical barrier against vandalism and theft. Consider wood stockade fencing, barbed wire or chain-link fencing to deter intruders. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Limit the number of entrances or gates that individuals can use to enter your property. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Place a combination or key-operated lock on all gates. Security padlocks should have a covered shackle to resist bolt cutters and sawing, and should lock on both sides of the shackle. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Place lighting along the fence line to ensure that intruders have no cover in darkness when trying to infringe on your property. Lighting should be placed on all four sides of the property. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Install good interior lighting that is illuminated 24 hours a day. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Place padlocks that can resist hammering, cutting and sawing on cellar doors. Also, design cellar doors made of metal that are impossible to smash open. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Opt for a pitched roof instead of a flat one. A flat roof provides cover for an intruder and is easier to walk on. Also, be mindful that an intruder can remove mechanical equipment placed on the roof (air conditioner, for example) and enter the building through the opening. To deter theft, chain this equipment down to the roof. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

This checklist is not intended to identify all hazards, or reflect all requirements of federal, state or local law. Additional measures may be required beyond those identified by this checklist.